

**SPRING CITY BOROUGH COUNCIL MEETING  
AUGUST 2, 2021**

**CALL TO ORDER**

President Shaner called the meeting to order and lead the pledge of allegiance to the Flag.

**ATTENDANCE**

Council members Bauman, Brown, Burns, Kern, Shaner and Sweeney were present, along with Mayor Dona Kern, Solicitor Matthew Hovey, Borough Manager Dennis Rittenhouse, Assistant Borough Manager Kisha Tyler, and Zoning Officer James Mohn.

**APPROVAL OF THE JULY 2, 2021 COUNCIL MEETING MINUTES**

Motion made by Mr. Burns to approve the July 2, 2021 minutes; motion seconded by Mr. Kern. All in favor, motion carried.

**MAYOR**

Mayor Dona Kern said she had the honor of swearing in part-time police officer Mark Catren, twin brother of Spring City officer Robert Catren. Mayor Kern also said that she is working diligently to address the 420 Penn Street issue. A free smoke alarm giveaway is set for August 29 from 12:00 noon to 1:30 pm at the Spring-Ford Diner parking lot.

**COMMUNICATIONS**

- Council member Amy Miskiewicz submitted her resignation effective July 22, 2021.
- Tax Collector Jonathan Chan submitted a letter advising that he is not seeking re-election. Mr. Rittenhouse suggested Council consider H.A. Berkheimer for tax collection.
- Solicitor Matthew Hovey changed law firms effective August 1, 2021 to High Swartz in Norristown.

**COMMITTEE REPORTS**

**Streets Department:** 60.4 tons of refuse was transported to the landfill; there were **22 bulk pickups** and **23.1 tons of yard waste** collected in July. All borough properties were maintained; various potholes patched, and crosswalks repainted.

**Sanitation & Surface Water:** The monthly flow for July was **269,000 gallons per day**. The maximum flow of 377,000 gallons occurred on July 2. A new pump controller was installed at the Heckle Avenue pump station. Weekly preventive maintenance was performed, everything is operating sufficiently, and the effluent is meeting all parameters.

**Police Department:** 191 calls in July for various police matters; 11 citations/tickets issued; 3 criminal arrests made (the full report is on file).

**Police Committee:** The committee met July 15th, attendees were Chief White, Mayor Kern, Council President Shaner and Councilman Kern. A new part-time officer was sworn in; the police department administrator resigned; traffic issues on Bridge Street are being addressed; and PennDOT is moving forward with no truck traffic signs on New Street, and intersection warning sign for Pikeland Avenue at Wall Street and Bridge Street at Church Street. They also discussed appointment of a public records officer, hiring another full-time officer, and adding a second stop sign on the left side of Pikeland Avenue at Wall Street. Chief White mentioned the passing of former borough officer Mark McCrory.

**Finance and Ordinance:** The committee met July 28<sup>th</sup>. They discussed online municipal code services, rental inspection ordinance, county funding for the comprehensive plan update, and a Boating Facility Grant Program that may be available for improvements to the boat launch at Gay Street.

**Zoning, Housing and Property:** 12 permits issued in July; total fees collected = \$2,567.50

**Planning:** The planning commission met July 21<sup>st</sup>. The Hunsberger subdivision plan was the only agenda item. The minutes of that meeting reflect discussion of road improvements, streets names, HOA responsibilities, and an approved motion recommending conditional final approval of the plan by Borough Council. The conditions are outlined in said minutes.

**Parks and Recreation:** The committee met July 15<sup>th</sup>. They discussed the concerts in the park, the Fourth of July decorating contest winners (358/360 Ridge Avenue), the upcoming music and market festival on October 2<sup>nd</sup>, a Halloween parade, the Christmas Tree Lighting ceremony, and the idea of a Christmas parade.

**Library:** Mr. Rittenhouse will be meeting with the new library director on August 4<sup>th</sup>.

**Financial Reports:** Posted.

### **APPROVAL OF THE REPORTS**

Motion made by Mr. Burns to approve the reports as submitted; motion seconded by Mr. Kern. All in favor, motion carried.

### **PUBLIC COMMENT**

Tanya Millet, 223 N. Penn Street, expressed frustration with the zoning officer's lack of follow up on a complain she filed a year ago regarding a property on Yost Avenue. Ms. Millet said she submitted a formal letter with photos and left voicemails; to date there has been no response to her emails or phone calls. She also mentioned that other residents expressed the same frustrations to her.

## **UNFINISHED BUSINESS**

### **1. Main Street and Yost Avenue Public Parking Improvements Project**

Mr. Rittenhouse stated that the culvert inspection report indicates that it is in good condition and shouldn't present any issues for the project. The bid date has moved to this fall instead of next spring.

### **2. Comcast Franchise Agreement Renewal**

A meeting will be scheduled with Comcast.

### **3. Zoning Hearing Board Alternate Vacancy**

Mr. Rittenhouse explained that an alternate is essential to the 3-member board, especially since a tie vote is a deemed approval.

### **4. 420 Penn Street**

Mr. Shaner assured the residents that the Borough proceeded accordingly in this matter, but the efforts stalled when the Zoning Hearing Board granting a continuance. He said Council is frustrated too, but they must follow the legal process.

Solicitor Hovey read a portion of the letter of opposition he prepared on behalf of Council provided to the Zoning Hearing Board. He also clarified misconceptions of how the matter was handled, explaining the enforcement process, how fines are assessed by the district justice, and filing injunctions with the court of common pleas.

Mr. Sweeney stated that the property owner is clearly in violation. Unfortunately, there is no quick resolution when navigating through the enforcement process.

Kathryn Ziemba, 345 Bridge Street, said she is convinced that the owner knew that the business was not a permitted use and just didn't care. In addition to the dust, noise and traffic, the trucks have damaged the road. Once this issue is over, she wants Council to consider making the narrow street one-way.

Tom Trego, 347 Bridge Street, said they are in full operation and have no regard for the neighbors. The road, curb and areas of private property were damaged by the trucks.

Stephanie Hijosh, 364 Ridge Avenue, said she lives blocks away but is also impacted by what's going on at 420 Penn Street. She asked that hearing notice boundaries be expanded to include surrounding neighborhoods.

Lisa Maresca, 541 N. Cedar Street, asked if there is a timeframe for a resolution. Solicitor Hovey said no and explained the step-by-step process for enforcement and injunctions.



## **NEW BUSINESS**

### **1. Approval for the Fire Police to Assist Limerick Township on September 25, 2021**

Motion made by Mr. Kern to approve the fire police assisting Limerick Township; motion seconded by Mr. Burns. All in favor, motion carried.

### **2. Appointment of Chief Ryan White as the Police Department Right-to-Know Officer**

Motion made by Mr. Kern to appoint Chief White as the right-to-know officer for the police department; motion seconded by Mr. Burns. All in favor, motion carried.

### **3. Hiring of a Full-Time Patrolman**

The police committee recommended adding a full-time officer because of the new housing developments in the Borough. The matter is referred to the Finance and Ordinance committee for a cost and needs analysis.

### **4. Second Stop Sign at Pikeland Avenue and Wall Street**

The police committee recommended an additional stop sign on the left side of Pikeland Avenue as an added precaution for motorists approaching Wall Street. No ordinance amendment is required. The streets department will install the sign.

## **READING OF THE PAYMENT OF THE BILLS**

### **General Account:**

**(Office)** H.A. Berkheimer \$439.30; Commonwealth of Pennsylvania \$500.00; Verizon \$212.33; Staples \$336.30; PA American Water \$23.26; AT&T \$43.14; **Total \$1,554.33.**

**(Streets)** MuniBilling \$1,598.89; A.J. Blosenski \$7,903.25; Flexible Benefits Plans \$3,379.95; CCSWA \$2,566.41; AirGas \$28.86; Provident \$197.14; WEX Fleet \$283.50; Limerick Hardware \$900.18; H.A. Weigand \$633.50; Advance Auto Parts \$28.23; **Total \$17,519.91.**

**(Police)** Crystal Springs \$85.86; Hydrant Rental \$644.62; Flexible Benefits Plans \$3,948.43; deCordre Automotive \$717.01; H&F Tire Service \$420.00; Verizon \$342.93; Provident \$52.20; WEX Fleet \$981.06; AT&T \$86.28; Witmer Public Safety Group \$49.99; **Total \$7,328.43.**

**Sewer Account:** Crystal Springs \$46.91; M.J. Reider \$1,174.00; MuniBilling \$1,588.98; Wind River Environmental \$ 2,156.00; PA One Call \$14.60; Action Data \$286.99; Flexible Benefits Plans \$3,389.30; EEMA \$3,704.43; Verizon \$226.70; PA American \$95.15; Commonwealth of Pennsylvania \$100.00; Provident \$282.02; WEX Fleet \$48.55; A.J. Blosenski \$525.00; Cigna \$91.20; J.C. Ehrlich \$69.00; Controlex \$1,501.00; PECO \$242.63; **Total \$15,542.46**

**Street Light Fund:** PECO \$4,599.36; **Total \$4,599.36**

**Building and Property:** Crystal Springs \$55.38; Thornton & Sons Electric \$683.40; **Total \$738.78**



**Planning, Zoning & Housing Fund:** Bauer Landscaping \$235.00; Thomas P. Corcoran \$175.00; Motley Associates \$10,554.70; Robert L. Brant & Associates \$2,521.25; EEMA \$2,160.00; 21<sup>st</sup> Century Media \$240.10; **Total \$15,886.05**

**Parks & Recreation Fund:** Thornton & Sons Electric \$680.39; United Site Services \$156.01; Kimberly Scheffy \$300.00; PA American \$137.80; **Total \$1,274.20**

**CRP Grant Consulting:** ARRO Consulting \$1,920.00; URDC \$3,330.00; **Total \$5,250.00**

**Engineering & Consulting Fund:** Motley Associates \$1,000.00; **Total \$1,000.00**

**Workers Compensation Fund:** AmTrust North America \$46,067.00; **Total \$46,067.00**

Motion made by Mr. Burns to accept the bills for payment as submitted; motion seconded by Mr. Kern. All in favor, motion carried.

#### **ANNOUNCEMENTS**

Mr. Shaner announced the following meeting schedule: **Sewer Committee** 08-12-2021 at 6:30 pm; **Planning Commission** 08-18-2021 at 6:30 pm; **Park and Recreation Committee** 08-19-2021 at 6:00 pm; **Police Committee** 08-19-2021 at 6:30 pm; **Finance and Ordinance Committee** 08-25-2021 at 6:30 pm. The next **Borough Council** meeting will be Tuesday, 09-07-2021 at 7:00 pm because of the Labor Day holiday.

#### **ADJOURNMENT**

There being no further business, a motion was made by Mr. Kern to adjourn the meeting; motion seconded by Mr. Sweeney. All in favor, the meeting was adjourned.

*Respectfully submitted by*

*Kisha Tyler, Assistant Borough Manager*

## FINANCIAL REPORT FOR THE MONTH OF

**JULY 2021**

The following figures represent the balance in each Department as appropriated in the 2021 Budget.

<b><u>GENERAL GOVERNMENT</u></b>		<b><u>% UNSPENT</u></b>
General Government	\$ 88,563.08	41%
Protection to Persons and Property	\$ 212,021.19	44%
Planning, Zoning and Housing	\$ 198,138.92	82%
Streets and Highways	\$ 243,050.43	46%
Street Repaving	\$ 262,746.00	100%
Parks and Recreation	\$ 28,051.73	83%
Insurance	\$ 64,481.00	87%
Street Lighting	\$ 15,261.50	30%
Library	\$ 15,000.00	100%
Liberty Fire Company	\$ 30,000.00	100%
Association Dues and Expenses	\$ 1,353.12	64%
Building and Property	\$ 41,655.85	83%
1% Tax Collection	\$ 2,142.71	43%
OPT Tax Collection	\$ 176.05	70%
Workers' Compensation	\$ 5,595.00	16%
Engineering and Consulting	\$ 23,984.00	69%
CRP Grant Consulting	\$ 138,599.00	84%
CRP Grant	\$ 750,000.00	100%
Comprehensive Plan	\$ 60,000.00	100%
MS4 Project	\$ 105,000.00	100%
<b><u>SEWER ACCOUNT</u></b>	\$ 577,344.96	70%

This report reflects all wages and bills paid through July 31, 2021.

# Tax Collector's Monthly Report to Taxing District

Taxes Included: SPRING CITY BOROUGH TAX / BOROUGH PER CAPITA / OCCUPATION TAX

For The Month of : 6/29/2021 00:00:00 To 7/26/2021 23:59:59

A. Collections	Municipal/County			School			Per Capita	Others	Totals
	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable -Beginning of the Month	\$31,764.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,450.00	\$10,357.50	\$49,572.24
2A. Additions: During the Month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$31,764.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,450.00	\$10,357.50	\$49,572.24
4. Less: Face Collections for the month	\$1,646.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$145.00	\$1,906.57
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Less: Exoneration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable -End of the Month	\$30,118.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,335.00	\$10,212.50	\$47,665.67
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$1,646.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$145.00	\$1,906.57
10. Plus: Penalties	\$164.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.50	\$14.56	\$190.71
11. Less: Discounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12. Total Cash Collected Per Column	\$1,811.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$126.50	\$159.56	\$2,097.28
13. Total Cash Collected All Columns									



# C. Payments of Taxes

## 14. Amount Remitted During the Month

Date	Transaction #	Amount
07/05/2021		\$805.33
07/17/2021		\$607.76
07/21/2021		\$684.19
	TOTAL	\$2,097.28

## 15. Amount Paid with this report Applicable to this reporting Month

TOTAL

\$2,097.28

## 16. Total Remitted this Month

TOTAL

## 17. Total Other Credits and Adjustments

Parcel #	Name	Amount
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## 18. Interest Earnings (If applicable) \$

	Taxing District Use (Optional)
Carryover from Previous Month	
Amount Collected this Month	
Less Amount Paid This Month	
Ending Balance	

  
Tax Collector

7/27/21

Date

I Verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month

Received by (taxing district)

Title: Manager

Date: 8/6/2021

# MTS Collection Summary

	Current Tax	Interim Tax	
Face Amount	\$1,906.57	\$0.00	
Discount Amount	\$0.00	\$0.00	
Penalties Amount	\$190.71	\$0.00	
Refunds Payments Collected to be returned	\$0.00	\$0.00	
Exoneration Refunds (for payments made on previous monthly reports, not part of any calculations)			\$0.00
Total Over/Under Paid	\$0.00	\$0.00	
Total Deposit (Including Refunds)			\$2,097.28
Adjusted Total Cash Collected			\$2,097.28
Bounced Checks - Deposits Reversed by Bank for insufficient funding			\$0.00

Collection Statistics							Total
Face Current	Disc/Pen Cui	Face Interim	Disc/Pen Int	Face Total	Disc/Pen Total		
Face Amount Collected in Discount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Face Amount Collected in Face	\$0.00	\$0.00		\$0.00			\$0.00
Face Amount Collected in Penalty	\$1,906.57	\$190.71	\$0.00	\$1,906.57	\$190.71		\$2,097.28
							\$2,097.28

Commission	Municipal/County		School		Per Capita		Others
	Current	Interim	Current	Interim	Interim/Other		
12.Total Cash Collected Per Column	\$ 1,811.22	\$0.00	\$0.00	\$0.00	\$0.00	\$ 126.50	
Commission Rate							
Monthly Commission per column							

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business July 31, 2021

**GENERAL FUND**

**General Fund Receipts**

Berkheimer Associates E.I.T.	\$ 7,851.99
Trash Collection Fees	\$ 59,524.68
Utility Permit	\$ 10.00
Bulk Pickups	\$ 985.00
Building Permits	\$ 2,567.50
Berkheimer OPT	\$ 51.43
Realty Transfer Tax	\$ 57,847.40
Local Fines	\$ 537.45
County Fines	\$ 140.75
Parking Tickets	\$ 105.00
U&O Inspections	\$ 700.00
Crossing Guard Agreement	\$ 744.00
Dumpster Permits	\$ 250.00
Taxes	\$ 41,152.88
Lease Dwelling Fees	\$ 7,240.50
Zoning Permits	\$ 50.00
Interest	\$ 31.04
Plan Review Fees	\$ 2,500.00
Zoning Hearing Applications	\$ 700.00
Police Reports	\$ 75.00
LD/Sub Escrow Fees	\$ 25,000.00

**Total Deposits to General Fund** \$ 208,064.62

**Withdrawals:**

By Orders #30274 – 30295  
#15735 – 15782

\$127,959.93

Intra Fund Transfer

\$100,000.00

**Balance on Account – Checking**

**\$ 33,222.33**



The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business July 31, 2021

**SEWER FUND**

**Sewer Receipts**

Sewer Rents	\$228,771.47
Sewer Certs	\$ 0.00
Liens – Atty. Fees	\$ 0.00
Costs	\$ 0.00
Interest	\$ 0.00
Penalty	\$ 0.00
IF Transfer	\$ 0.00

Total Deposits

\$228,771.47

**Withdrawals:**

By Orders #8817 – 8841  
#22335 – 22345

\$ 53,063.31

Intra Fund Transfer

\$100,000.00

**Balance on Account**

**\$157,255.32**

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Respectfully submitted,

Dennis Rittenhouse